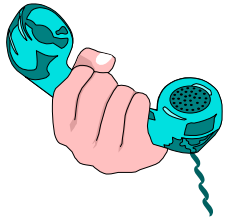


Teachers:

The following may facilitate your involvement in Admissions and Release Committee (ARC) meetings. The questions and suggestions deal primarily with IEP meetings and do not cover all the activities that could happen at an ARC meeting.



BEFORE THE MEETING

If you answer no to any of the following questions, talk with the ARC chairperson or counselor at your school

or the director of special education for your school district office.

- Do I know the purpose of the ARC meeting?
- Do I know when and where the ARC will meet?
- Do I know who is supposed to be at the meeting?
- Have I reviewed my student's evaluation results and other **state assessments**?
- Do I understand the records?
- Have I thought about **IEP** goals for my student?

•Do I know what my student is interested in? **(Talk about it with your student and make a list to take to the meeting.)**

•Do I know what my student can and cannot do in my class?

AT THE MEETING

•Ask questions when things are not clear.



•State your concerns.

•If you disagree, say so and explain why.

•State the goals you want for your student.

•Describe what your student is like in your class.

•Ask special education staff to explain the disability your student has and explain how it affects your student's education.

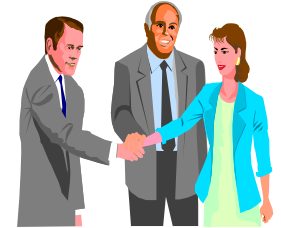
•State what your student can and cannot do and how it affects what she does in school. **(Present level of performance)**

•State what goals and objectives you believe should be worked on this

year. **(Annual goals and benchmarks)**

AT THE END OF THE MEETING

If you answer no to any questions, ask the ARC chairperson or school counselor for information.



•Do I know who is responsible for each objective? **(Implementers)**

•Do I know what special services my student will get? **(Specially designed instruction and related services)**

•Do I know when services start and end and where they will be provided? **(Initiation, duration, and location)**

•Do I know how much time each week my student will receive services? **(Duration)**

•Do I know how my student will be involved and progress in the general education curriculum with children who are not disabled? **(Participation in the regular education program)**

•Do I know how my student's progress will be measured and reported? **(Appropriate objective criteria and evaluation procedures)**

•Do I know when we will review the IEP? (*Schedule for review*)

•Do I know where the IEP will be implemented? (*Placement*)

•Do I know what responsibilities I have for implementing the IEP for my student?

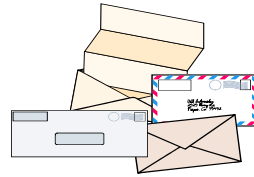
•Do I know how my student will participate in state and district testing and assessment programs, including what accommodations and modifications have been used on a regular basis and can be used on state and district assessments?

•If my student is between the ages of three and five, do I know what steps will be taken to make sure there is a smooth transition from preschool to the primary program?

•If my student is 14 years of age or older, do I know what his/her multi-year course of study is leading to?

•If my student is 14 years of age or older, do I know what is planned to assist him/her in preparing for post school activities? (*transition from school to work, additional training or higher education and to community living*)

•Do I know if my student needs extended school year services?



AFTER THE MEETING

If you answer no to any questions, talk with the ARC chairperson or school counselor.

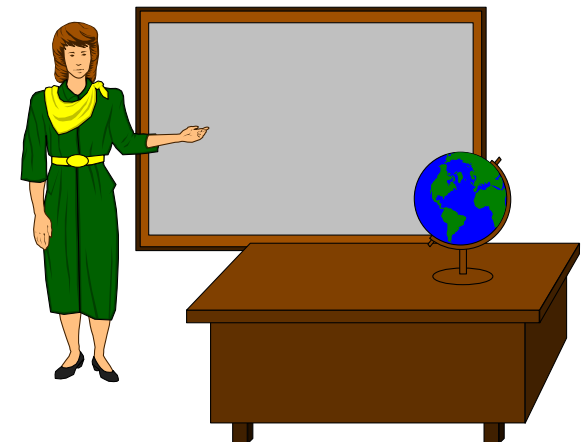
•Do I have access to a copy of the meeting summary and IEP? (*If no, ask for copies.*)

The booklet **YOUR CHILD'S EDUCATION** gives additional information about Admissions and Release Committees, as well as other topics related to special education. A copy is available at the Kentucky Department of Education Website: <http://www.kde.state.ky.us>

Or by contacting:
Division of Exceptional Children Services
Kentucky Department of Education
Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601
502 564 -4970

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PREPARING FOR ADMISSIONS AND RELEASE COMMITTEE (ARC) MEETINGS



A Checklist for General Education Teachers